



## King County

WIC HEALTH CARE ASSISTANT

PUBLIC HEALTH – SEATTLE & KING COUNTY

COMMUNITY HEALTH SERVICES DIVISION/COLUMBIA HEALTH CENTER

Hourly Rate Range \$15.34 - \$19.46

Job Announcement: 05TA5456

OPEN: 8/29/05 CLOSE: 9/6/05

**WHO MAY APPLY:** This career service position is open to all King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Breen Lorenz at (206)205-6015 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Columbia Public Health Center, 4400 37<sup>th</sup> Ave So., Seattle WA 98118

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

### **PRIMARY JOB FUNCTIONS INCLUDE:**

Multi-disciplinary team member in the WIC supplemental food program that serves pregnant and breastfeeding women, infants, and children. Use established protocols to evaluate intake data for health and nutritional risk factors and program eligibility. Obtain and record accurate anthropometric measurements. Review health and diet histories; provide some individual nutrition education including breastfeeding. Provide group nutrition education under the direction of a nutritionist according to program guidelines. Screen and assess client needs by phone and in person in order to schedule appropriate appointments. Interview clients from diverse multi-cultural populations. Correctly document services in both a computerized documentation system and in medical records. Issue WIC checks. Work is performed in a busy high volume clinical setting, reliable attendance is essential to ensure client services and maintain caseload. Assist in clinical and other duties as needed. Obtain related labs as needed.

### **QUALIFICATIONS:**

- Skilled in providing direct client services in a health care setting, preferably WIC services.
- Knowledge of basic nutrition theory and practice, behaviors and practices to achieve and maintain good health, human development and life sciences equivalent to college-level course work, and the ability to apply this knowledge in working with clients to make positive changes in health behaviors.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Knowledge of medical terminology, asepsis and universal precautions, including clinical procedures.
- Knowledge of health and social services and resources in greater Seattle area.
- Demonstrated ability in problem solving and client interviewing skills, documentation and record-keeping skills.
- Skilled in organizing, leading, and facilitating group discussion sessions.
- Demonstrated ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education.
- Computer skills including proficiency with Windows and the ability to use drop down menus, point and click software, and multiple screens. Must be able to enter data with a high degree of accuracy.
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated ability to maintain and establish working relationships with community resources.
- Skilled in multi-tasking and working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.

**DESIRED QUALIFICATIONS:**

- Completion of minimum 2 years experience in clinical health setting.
- Completion of Washington State WIC paraprofessional competencies.
- BS in nutrition or AA in Dietetic Technology.
- 'Bilingual English and Spanish, strongly preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a thorough background investigation.
- Must be able to lift and lower a child weighing up to 35 pounds onto a surface above 4 feet high
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

**UNION MEMBERSHIP:** This position is represented by Local 17

**CLASS CODE: 8354 SEQUENCE NUMBER: 80-8354-4133**